NEO2™

The Only Laptop Designed for Classrooms™

Quick Guide

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Online store: www.renlearn.com/store/
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Latest support information:
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Purchase NEO products:
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Latest support information:
Website: www.renlearn.co.uk/support_home.html

Purchase NEO products:
Web: www.renlearn.co.uk/onlinestore_home.html
(This Web site also provides a list of resellers and contacts for NEO products.)

Asia/Pacific, Canada, and Latin America

Technical questions or problems:
Contact your local reseller. If you do not have a local reseller, email Technical Support at support@renlearn.com.

Latest support information:
Web: www.alphasmart.eu/support

Purchase NEO products:
Web: www.renlearn.com/neointernational

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3/2010 NEO 2
NEO2QG-0310

WHAT'S IN THE NEO 2 KIT?

You'll find these items in the NEO 2 kit:

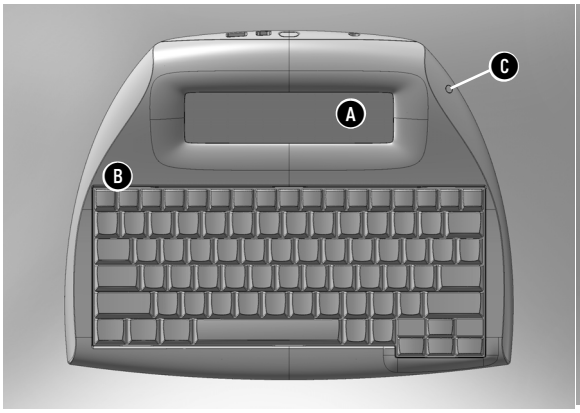
- your NEO 2 laptop
- three AA batteries
- a standard USB cable for connecting the NEO 2 to your computer or printer
- the NEO Manager installation CD
- the NEO 1 and NEO 2 Documentation CD, which includes your manuals
- the *NEO 2 Quick Guide* (this document)

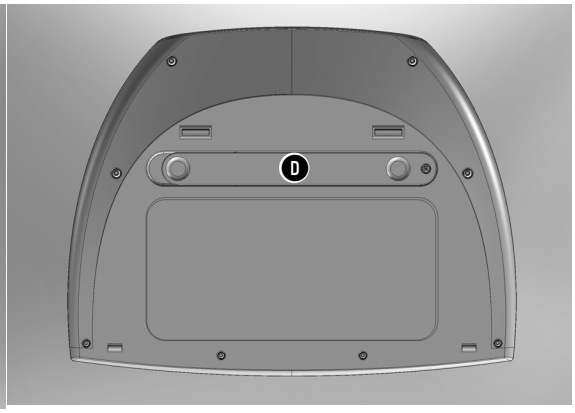
If you ordered a SmartOption Mobile Lab, you've also received the following:

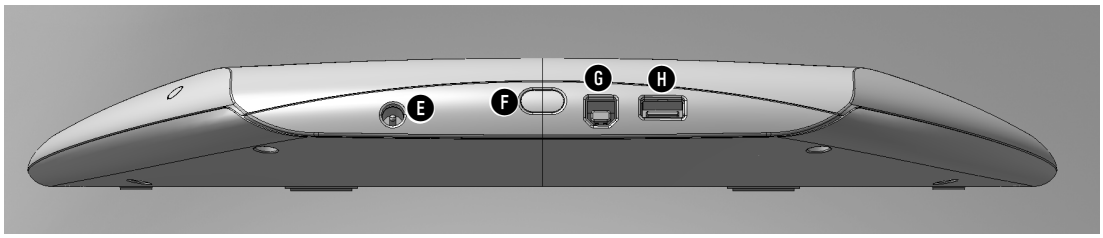
- the SmartOption Cart with NEO 2 laptops and AlphaHub
- the *NEO User Manual*
- a Renaissance Receiver with a USB cable
- the *NEO 2 Resource Guide for Use with 2Know!*, which includes the 2Know! Toolbar installation CD
- the AccelTest software installation CD
- keyboarding wall charts
- a poster about taking Accelerated Reader quizzes on the NEO 2

ABOUT THE NEO 2

The drawings below will help you identify the parts of your NEO 2:







- **A** The NEO 2 screen.
- **B** The keyboard. The top row includes keys that are unique to NEO, including on/off, the eight file keys, spell check, find, clear file, home, end, applets, and send.
- **C** The green light is on when your NEO 2 is connected to a computer, to a SmartOption Mobile Lab, or to an AC adapter. If your NEO 2 has a rechargeable battery pack, a green light means the batteries are charged; amber means they are being charged.
- **D** The battery compartment cover.
- **E** The connection point for the AC adapter cord (for NEOs with the rechargeable battery pack).
- **F** The IR port for infrared beaming between NEOs or between a NEO 2 and a computer.
- **G** The port for connecting NEO 2 to a computer using a standard USB cable.
- **H** A USB port for connecting NEO 2 directly to a printer.

INSTALLING THE BATTERIES

If you purchased the rechargeable battery pack, *insert it instead of the batteries and connect the cable on the battery pack to the matching cable next to the NEO 2 battery compartment. Then, connect the AC adapter to your NEO 2 and plug it into an outlet as soon as possible after receiving the NEO 2. Charge the unit for at least 16 hours the first time; charge it 4–8 hours subsequent times. For more information, see the* NEO User Manual *on your NEO Documentation CD or at www.renlearn.com/neo/downloads/.*

Follow these steps to install the AA batteries:

1. On the back of the NEO 2, put your thumbs in the circles Ⓐ and slide the compartment cover toward the left to remove it from the NEO 2.

   Note: After you install the batteries the first time, you may use a small Phillips screw to secure the cover. If you do this, you will need to remove the screw to open the cover the next time you install batteries.

2. The first time you open the compartment, you'll find a small plastic bag with a Phillips screw to help keep the battery compartment shut. Remove the bag.
3. Insert the three AA batteries into the compartment. Make sure the + end of each battery points toward the black and red cables.

4. Put the battery compartment cover back on and slide it back in place. You can insert the small Phillips screw in the hole in the cover to make sure the cover stays shut.

STARTING THE NEO 2 OR SHUTTING IT DOWN

To start the NEO 2, press the **on/off** key in the upper-left corner of the keyboard. The NEO 2 will start AlphaWord Plus, and you can begin typing immediately in the open file if you wish.

Notice that you have eight files available to type text in; to switch between files, press one of the **file** keys (file 1, file 2, etc.). You can also save and name files on your NEO 2. For more information, see the *NEO User Manual* on the Documentation CD or at www.renlearn.com/neo/downloads.

NEO 2 shuts down automatically to save battery power if you don't use it for a certain amount of time. The default time is 4 minutes, but you can change it by pressing **option-⌘-T** or using the Idle Time System setting in NEO Manager.

If you change the idle time setting, the change doesn't affect the Accelerated Reader or Responder SmartApplets. The Accelerated Reader SmartApplet shuts down after 10 minutes of inactivity. The Responder SmartApplet shuts down after 30 minutes of inactivity.

INSTALLING NEO MANAGER

The Renaissance Wireless Server Utility is automatically installed with NEO Manager. *This utility allows your Renaissance Receiver to communicate with Responders and NEO 2 laptops as well as the NEO Share, AccelTest, Accelerated Math RP, Accelerated Reader RP, MathFacts in a Flash RP, Google Docs, or 2Know! Toolbar software. It also allows wireless radio frequency printing from NEO 2.*

NEO Manager helps your computer work with NEO 2. It lets you do the following:

- Get files from your NEO 2 so you can view, save, and/or print the files.
- Send files from your computer to your NEO 2. Files may include lessons, instructions, or just text files that you want to work in on the NEO 2.
- View reports about student work in KeyWords on the NEO 2 and synchronize the data with Renaissance Place. For more about KeyWords, see page 22.
- Install or remove SmartApplet programs on your NEO 2.
- Change settings for your NEO 2 or for one of the SmartApplets on NEO 2.
- View the items you're about to send to the NEOs and select the NEOs to send them to.

For more information about NEO Manager, see the *NEO User Manual* on your NEO Documentation CD or at www.renlearn.com/neo/downloads. To install NEO Manager, see the steps on page 5 for your type of computer.

Installing NEO Manager on Windows Computers

NEO Manager works with Windows 2000, XP, Vista, or Windows 7.

1. Make sure you're logged in to the computer as an administrator or that you have administrator privileges.
2. Insert the NEO Manager CD into your computer and view the contents of the CD.
3. Double-click the **setup.exe** file.
4. Click **Next >** in the first panel of the installation wizard.
5. Read the license agreement. You can print the license if you wish by clicking the button provided. Click the first option to accept the terms and click **Next >**.
6. If your computer must be restarted, on the last panel of the wizard, click an option to choose whether to restart now or later. Then, click **Finish**.

   If a restart is not required, leave the box checked if you want to see the Read Me file. Click **Finish**.

Installing NEO Manager on Macintosh Computers

NEO Manager works with OS 10.3.9, 10.4.x, 10.5.x, or 10.6.x.

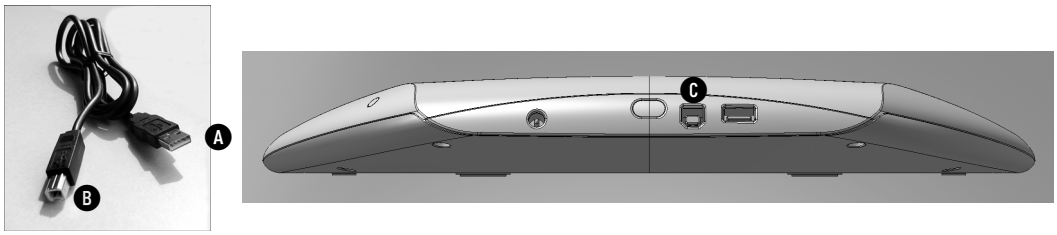
1. Make sure you're logged in to the computer as an administrator or that you have administrator privileges.
2. Insert the NEO Manager CD into your computer.
3. Double-click **NEO Manager Installer** on the CD.
4. Enter the administrator user name and password for this computer when the installer asks you to do so. Then, click **OK**.
5. Read the license agreement. (You can use the buttons to print or save it.) Then, click **Continue**.
6. Click **Agree** when the program asks if you want to agree to the license agreement.
7. Click **Install** to start the installation.
8. Click **OK** when a message tells you that your computer may be restarted automatically after installation.
9. The installer will ask if you want to add the program to the dock. Click **Yes** or **No**. The installation will finish. Your computer may restart.

   After installation, the folders where NEO Manager and the Renaissance Wireless Server Utility were installed will open.

CONNECTING NEO 2 TO YOUR COMPUTER

Connecting a Single NEO 2 to Your Computer

1. If this is the first time you have connected the NEO 2 to your computer, check the following:
   - Make sure you are logged in to your computer as an administrator or that you have permissions that allow the device drivers to load properly.
   - Start the NEO Manager software if it isn't already running on the computer.
2. Using the cable that came with the NEO 2, connect the thin, flat connector Ⓐ to your computer, and connect the square end Ⓑ to your NEO 2 at Ⓒ.



On Windows XP computers, *you may be notified that the driver is not certified for Windows XP. The driver will work for your system; to go on, click* ***Continue Anyway****.*

3. The first time you connect your NEO 2 to a Windows computer, the computer may notify you that it has found the hardware and installed the driver. If a hardware wizard appears, follow the instructions in the wizard.

   The first time you connect your NEO 2 to an OS 10 computer, a keyboard setup assistant will open. Follow the instructions in the assistant.
4. The message on your NEO will tell you that it is connected and remind you what keys to press to send a file or to switch files.

Connecting Multiple NEO 2 Laptops Using a SmartOption Mobile Lab

After installing NEO Manager, follow the *SmartOption Mobile Lab Setup* instructions to connect the cart of NEO 2 laptops to your computer using AlphaHub.

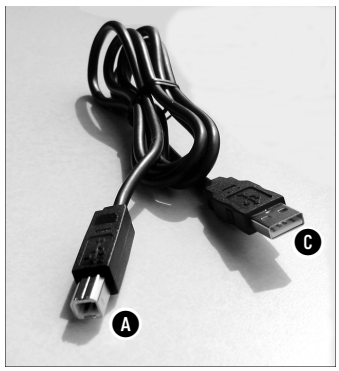
SETTING UP A RENAISSANCE RECEIVER

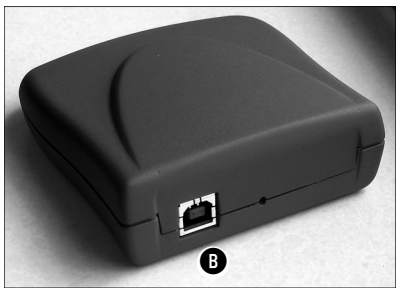
If you received or purchased a Renaissance Receiver, you can use NEO 2's wireless capabilities to print to your computer's default printer. You can also use NEO 2s with the 2Know! Toolbar program, NEO Share, AccelTest software, Accelerated Reader RP, MathFacts in a Flash RP, Accelerated Math RP, and Google Docs.

Connecting a Renaissance Receiver to Your Computer

Make sure you install NEO Manager (see page 4) before connecting the Receiver.

1. Find the Renaissance Receiver and the USB data cable.
2. Plug the end of the data cable that is nearly square Ⓐ into the connector on the back of the Receiver Ⓑ.





3. If this is the first time you have connected the Receiver to your computer, make sure you are logged in to your computer as an administrator or that you have permissions that allow the device drivers to load properly.
4. Connect the flat USB connector on the data cable Ⓒ to a matching USB port on your computer Ⓓ.

Naming the Receiver

The Renaissance Wireless Server Utility is automatically installed with the NEO Manager software. *Make sure you've installed NEO Manager on your computer before you follow these steps.*

It's important to set a unique name for the computer/Receiver combination so that students know they're connecting to the right Receiver when they use NEO 2 for quizzes or assignments. This is especially important if your school has more than one Renaissance Receiver. Follow these steps:

1. Start the Renaissance Wireless Server Utility:
   - *Windows computers:* Right-click in the lower-right corner of your computer screen (the system tray) and choose **Manage** from the menu that opens. If you don't see this icon in your system tray, click **Start ▸ Programs ▸ Renaissance Wireless Server ▸ Renaissance Wireless Server Utility.**
   - *Macintosh computers:* In your computer's Applications folder, open the Renaissance Wireless Server folder. Then, double-click **Renaissance Wireless Server Utility**.
2. Type **1234** and click **OK** to log in. (This is the default Administrator PIN. If you have changed the PIN, enter your new PIN.) If necessary, click **Start**.
3. Click the **Server Settings** tab.
4. In the Network Name field, enter a new name for the Renaissance Receiver. (Make sure the name is different from names used for other Renaissance Receivers within the building.)
5. Click **Update Network Settings**.
6. Click **OK** when the program finishes updating network settings. Make sure that any students who will be using NEO 2 or Responders to complete assignments, quizzes, or tests know which Receiver name to connect to.

Setting the Renaissance Place URL for Accelerated Reader and MathFacts in a Flash

Both the Accelerated Reader SmartApplet and the MathFacts in a Flash SmartApplet require you to set the Renaissance Place URL so that the SmartApplets can communicate with Renaissance Place. Follow these steps to set the URL:

1. Start the Renaissance Wireless Server Utility:
   - *Windows computers:* Right-click in the lower-right corner of your computer screen (the system tray) and choose **Manage** from the menu that opens. If you don't see this icon in your system tray, click **Start ▸ Programs ▸ Renaissance Wireless Server ▸ Renaissance Wireless Server Utility.**

- *Macintosh computers:* In your computer's Applications folder, open the Renaissance Wireless Server folder. Then, double-click **Renaissance Wireless Server Utility**.

2. Type **1234** and click **OK** to log in. (This is the default Administrator PIN. If you have changed the PIN, enter your new PIN.) If necessary, click **Start**.
3. Click the **Server Settings** tab.
4. Click **Renaissance Place Settings**.
5. Enter the Web address for the Renaissance Place server with Accelerated Reader RP and/or MathFacts in a Flash RP. This is the same address that you enter in your browser to go to Renaissance Place. After entering the address, click **Verify** to make sure the utility recognizes it as a valid address. Then, click **OK**.
6. Click **OK** when the program verifies that the settings were changed successfully. (The OK button is available after you verify the URL as described in step 5.)

SMARTAPPLETS INSTALLED ON THE NEO 2

What Are SmartApplets?

SmartApplets are programs that are installed on your NEO 2. These programs allow you to write on the NEO 2, use it with AccelTest software, Accelerated Math RP, or the 2Know! Toolbar, take Accelerated Reader quizzes, complete MathFacts in a Flash work, practice keyboarding skills, perform calculations, change settings, administer quizzes to your students, or "beam" files from one NEO to another NEO 1 or NEO 2.

Which SmartApplets Are Installed?

All NEO 2 laptops come with these SmartApplets installed:

- **Responder**—The Responder SmartApplet allows you to use a NEO 2 as a student response system (similar to the Renaissance Responder). Students can use it to complete AccelTest assignments or Accelerated Math RP assisted-response assignments. You can also use NEO 2 with the 2Know! Toolbar.

- **AlphaWord Plus**—This is the program that opens when you first turn on the NEO 2. The writing that you do on NEO 2 in files 1–8 is done in AlphaWord Plus.
- **Accelerated Reader**—If you have an active subscription to Accelerated Reader RP, you've installed NEO Manager on teacher computers, and you've connected Renaissance Receivers to teacher computers, students can use this SmartApplet on a NEO 2 to complete Reading Practice Quizzes, Vocabulary Practice Quizzes, and Other Reading Quizzes.
- **MathFacts in a Flash**—If you have an active subscription to MathFacts in a Flash, you've installed NEO Manager on teacher computers, and you've connected Renaissance Receivers to teacher computers, students can use this SmartApplet to complete MathFacts in a Flash practices and tests.
- **KeyWords**—KeyWords allows students to learn and practice keyboarding. (On UK laptops, KAZ is included instead of KeyWords.)
- **Control Panel**—The Control Panel allows you to change settings for the NEO 2 and for some SmartApplets.
- **Beamer**—Beamer allows you to send files to other NEO 1 or NEO 2 laptops without using cables (using infrared technology). You can disable beaming between NEOs on the NEO Manager Settings tab.
- **Calculator**—This program allows you to do calculations right on your NEO 2. (It can be disabled using the Control Panel settings.)

The AlphaQuiz SmartApplet is not installed by default, but it can be downloaded from www.renlearn.com/neo/downloads/ and installed on US NEO 2 laptops using NEO Manager. For more information, refer to page 30 and the *NEO User Manual*.

About AlphaWord Plus

When you start your NEO 2, AlphaWord Plus opens automatically (unless you've changed settings to have another SmartApplet open.)

AlphaWord Plus is the program that lets you write on NEO 2. Simply press one of the **file** keys (file 1, file 2, etc.) to choose the file to write in and start typing. Characters are saved in that file as you type them; there's no need to worry about losing text if you accidentally shut off the NEO 2. The arrow keys, **backspace**, and **delete** all work as they do on a typical computer keyboard.

If you want to delete all of the text from one of the files, press **clear file**. Then, press **Y** for yes when the NEO 2 asks if you're sure you want to clear the file.

See the label on the back of your NEO 2 for a list of helpful keyboard commands. *These commands can help you perform tasks more quickly.*

To copy, cut, and paste text, you can use the same keyboard commands that you use in word processing programs on your computer. To copy text, select it and press **ctrl-C** or **⌘-C**. To cut text, select it and press **ctrl-X** or **⌘-X**. To paste it, press **ctrl-V** or **⌘-V**.

If you want to name and save a file so you can use the file space for other text, press **ctrl-S**. Then, type a name for the file and press **enter**. You can then clear the file space without losing the file you saved. To open a saved file again, press **ctrl-O**, move the cursor next to the file name, and press **enter**.

For more information about using AlphaWord Plus, see your *NEO User Manual* on the Documentation CD or at www.renlearn.com/neo/downloads. This manual also explains how to send AlphaWord Plus files to services like Google Docs or retrieve files from Google Docs onto your NEO 2 (you must have a Renaissance Receiver, an Internet connection, and a Google Docs account).

NEO Text2Speech devices are available to read your AlphaWord Plus documents aloud as you write. If you have purchased a Text2Speech device, refer to the instructions you received with it.

About the Responder SmartApplet

The Responder SmartApplet lets you use a NEO 2 as you would use a Renaissance Responder. You can use NEO 2 with the AccelTest Software, Accelerated Math RP, and the 2Know! Toolbar.

Before you use the Responder SmartApplet, make sure you've done the following:

- installed NEO Manager (see page 4)
- connected a Renaissance Receiver to your computer (see page 7)
- named the Renaissance Receiver (see page 8).
- installed the Renaissance Responder client program on your computer if students will be using NEO 2 with Accelerated Math RP (see the *Accelerated Math Software Manual* on the Renaissance Place Manuals page for instructions)

NEO Manager is needed because it installs the Renaissance Wireless Server Utility, which is used by all programs that use the Renaissance Receiver.

How to Start the Responder SmartApplet

1. Press **on/off** to turn NEO 2 on.
2. Press **applets**.
3. Make sure the cursor is next to **Responder**; then, press **enter**.
4. If you have connected to a Renaissance Receiver before, NEO 2 will ask if you want to stay connected to it. Press **Y** for yes or **N** for no; then, press **enter**.

   If you haven't connected to a Renaissance Receiver before, you'll see a list of Receivers (networks). Use the arrow keys to highlight the one you want to connect to; then, press **enter**.

Using NEO 2 with AccelTest Software

In AccelTest, when you choose "Responder" or "NEO 2 Only" as the scoring method for an assignment, students can use a NEO 2 instead of a Responder to enter their answers. *Students can use NEO 2 to complete in-class assignments, but not homework;* also, the Notes feature cannot be used with NEO 2. You cannot assign an owner to NEO 2 laptops as you do to Renaissance Responders in AccelTest.

You can also use NEO 2 laptops with teacher-paced sessions, *in which students submit their answers at the same time for the questions you ask in class. For more information, refer to the* AccelTest User Manual.

As with Renaissance Responders, teachers can start a student-paced session so students can complete assigned work that can be done with a NEO 2. Teachers should make sure students have their IDs from the AccelTest Gradebook. (IDs are also available in the AccelTest Student ID Report.) Students follow these steps to complete the assignment:

1. Start the Responder SmartApplet as described in the previous section.
2. Type your student ID from the AccelTest Gradebook and press **enter**.
3. If you have only one assignment, the program will ask if you are ready to work on it. Press **Y** for yes to continue; then, press **enter**.

   If you have more than one assignment, the program will ask which one you want to work on, and it will list the assignments. Press the letter for the assignment you want; then, press **enter**.
4. Choose or type an answer for each question in the assignment; then, press **enter**. Use the letter keys for multiple-choice questions, **T** or **F** for true/false questions, and **Y** or **N** for yes/no questions. For numeric-response or short-answer questions, simply type the answer. **Note:** If the assignment is printed, it may include some questions that you can't answer on NEO 2, such as essay questions; answer these questions on paper.

You can answer the questions in order or use these commands to go back or to go to a specific question:

To do this...	...press these keys:
Scroll through a question.	Press ↑ and ↓.
Go forward or back one question.	Press ⌘-**?**. Arrows (⬍) will appear to the right of the question number. As long as you see those arrows, you can press ↑ to go back one question or ↓ to go forward one question. Press ⌘-**?** again when you want the arrow keys to scroll through the question instead.
Go to a specific question number.	Press **find**, type the question number, and press **enter**.
Go to the end of a question.	Press ⌘-↓.
Go to the beginning of a question.	Press ⌘-↑.
Switch scrolling between the question and answers in multiple-choice questions on NEO 2.	On NEO 2, if both the question and the answer choices require scrolling, you can press the **tab** key or the ← or → key to switch between the question and answer. Then, use the ↑ and ↓ keys to scroll up or down.

5. When you've answered all the questions, the program will ask if you are ready to submit your work. Press **Y** to finish or **N** to go back and review the questions.

   When the assignment is complete, your score may be shown; if so, press any key when you're ready to leave that screen. The NEO 2 will go back to the SmartApplets list.

Using NEO 2 with Accelerated Math RP

If you have an active subscription to Accelerated Math RP, students can use a NEO 2 to complete assisted-response (multiple-choice) assignments if the Scoring preference for the class allows students to use Renaissance Responders.

For a list of things you need to do before using Accelerated Math with the Responder SmartApplet on NEO 2 laptops, *see page 11.*

The Renaissance Responder client program must be installed on your computer before you can use either Responders or NEO 2 with Accelerated Math RP. (See the *Accelerated Math Software Manual* on the Renaissance Place Manuals page.) As when students use the Renaissance Responders, the teacher must start the Renaissance Responder program at the computer and log in.

After students get a printed copy of the assignment, they can follow these steps to complete it using a NEO 2:

1. The teacher must start the Renaissance Responder program at the computer and log in.
2. Start the Responder SmartApplet (see page 12).
3. Enter the form number that is on the top of the printed assignment.
4. If NEO 2 tells you to wait until your assignment is retrieved, press **enter**.
5. When NEO 2 shows your name and form number, press **Y** for yes if the information is correct.
6. To answer each question, press **A**, **B**, **C**, or **D**; then, press **enter**.

   You can answer the questions in order or use the commands in the table below to go back or to go to a specific question:

To do this...	...press these keys:
Scroll through a question.	Press ↑ and ↓.
Go forward or back one question.	Press ⌘-**?**. Arrows (⬍) will appear to the right of the question number. As long as you see those arrows, you can press ↑ to go back one question or ↓ to go forward one question. Press ⌘-**?** again when you want the arrow keys to scroll through the question instead.
Go to a specific question number.	Press **find**, type the question number, and press **enter**.
Go to the end of a question.	Press ⌘-↓.
Go to the beginning of a question.	Press ⌘-↑.

7. When you've answered all the questions, the program will ask if you are ready to submit your work. Press **Y** to finish or **N** to go back and review the questions.
8. If NEO 2 asks you to wait while your assignment is saved, press **enter**.
9. When the assignment is complete, the NEO 2 will ask you to get your TOPS Report at the printer; then, it will go back to the SmartApplets list.
10. When all students have finished their assignments, the teacher can click **End Session** in the Renaissance Responder program at the computer and close the program.

Using NEO 2 with the 2Know! Toolbar

Students can use NEO 2 to respond to questions from the 2Know! Toolbar, including short-answer questions (which cannot be answered using Responders). Teachers can use a NEO 2 to control the program as they would use a teacher Responder. For more information about using the 2Know! Toolbar, click the **Options** button in the program and choose **Getting Started**.

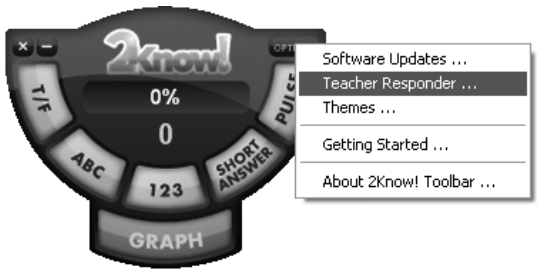
To help students answer multiple-choice, true/false, or pulse questions, *you can press* ***ctrl-caps lock*** *or* ***cmd-caps lock*** *on NEO 2 to put the Responder SmartApplet in "bubble mode." In this mode, when students type A–E, T, F, Y, N, G, or R, answer bubbles appear (similar to the ones on Responders) to help students see the available choices. The SmartApplet goes back to the standard text mode when you press* ***ctrl-caps lock*** *or* ***cmd-caps lock*** *again, exit the SmartApplet, or shut off the NEO 2.*

How Students Use NEO 2 with the 2Know! Toolbar

1. Start the Responder SmartApplet (see page 12).
2. Choose or type an answer for each question; then, press **enter**. Use the letter keys for multiple-choice questions, **T** or **F** for true/false questions, and either **Y** and **N** or **G** and **R** for "pulse" questions.
3. When you've finished answering questions, the teacher shuts down the 2Know! Toolbar program. The next time you press **enter**, NEO 2 will tell you there is no session and ask if you want to search for networks. Press **N** for no; then, press **enter**.

How Teachers Use NEO 2 to Control the 2Know! Toolbar

1. In the 2Know! Toolbar program, click the **Options** button and choose **Teacher Responder** from the menu.



2. Click **Assign** in the Teacher Responder dialog box. The program will show you a PIN. Leave this dialog box open.
3. Start the Responder SmartApplet (see page 12).
4. When NEO 2 asks you to enter the Teacher Responder PIN, enter the one that is shown in your 2Know! Toolbar program. Then, press **enter**.
5. In the 2Know! Toolbar program, click **Close** to go back to the toolbar.
6. NEO 2 will list your options. Press **A** to ask a question, **B** to show a graph, or **C** to minimize the Toolbar on your computer or maximize it again; then, press **enter**.

When you're viewing a graph, press **A** to stop receiving responses, **B** to close the graph, or **C** to reset so students can respond again; then, press **enter**. To mark or enter the correct answer, press **D** and **enter**; then, enter or select the answer.

7. When you've finished, you can unassign the NEO 2 so it is no longer meant for use by the teacher. Follow these steps:
   a. In the 2Know! Toolbar program, click **Options** and choose **Teacher Responder**.
   b. Click **Unassign** in the Teacher Responder dialog box.
   c. Click **Close**.

About the Accelerated Reader SmartApplet

The Accelerated Reader SmartApplet allows students to take English and Spanish Reading Practice Quizzes, Vocabulary Practice Quizzes, and Other Reading Quizzes using a NEO 2. The quiz information is sent to Accelerated Reader RP via a Renaissance Receiver.

Note: You can also use NEO 2 laptops with Accelerated Math (see page 13) and MathFacts in a Flash (see page 20).

Things to Do Before Students Start Quizzing on NEO 2

Before students try to use this SmartApplet, make sure you've done the following:

- installed NEO Manager (see page 4)
- connected a Renaissance Receiver to your computer (see page 7)
- named the Renaissance Receiver (see page 8)
- entered the Renaissance Place URL in the Renaissance Place Settings in the Renaissance Wireless Server Utility (see page 8)
- In Accelerated Reader RP, set the School and Classroom Student Quizzing preferences and the Other Reading Series preference for your class. (For instructions, see the *Accelerated Reader RP Software Manual*.)
- Make sure students know their user names and passwords (see the Accelerated Reader Student Information Report).
- Make sure students know the quiz number. On NEO 2, students may only search for quizzes by quiz number. (You can include the quiz number on your book labels.)

The same preferences apply to students no matter where they take quizzes—*on NEO 2 or at a computer—so you only have to set the preferences once.*

- If you have younger students, explain how the questions and answers are displayed on the screen and how to use the arrow keys to scroll through questions or answers. (If you have a SmartOption Mobile Lab, you can use the poster you received to help you explain.)

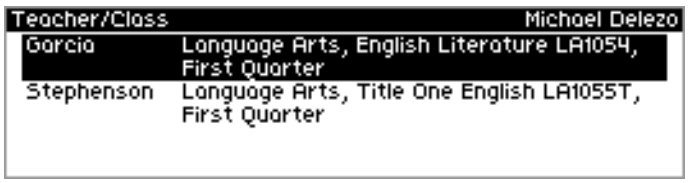
How Students Use the Accelerated Reader SmartApplet to Take Quizzes

The name that you gave the Renaissance Receiver is the one students will see in the Networks list. *See page 8 to find out how to change the name.*

1. The teacher's computer must be on, with the Receiver connected. (You can use the teacher's computer for other things while students are quizzing; it doesn't need to be dedicated to quizzing.)
2. Turn the NEO 2 on and press **applets**.
3. Press ↓ until the cursor is next to **Accelerated Reader**. Then, press **enter**.
4. The first time you use the Accelerated Reader SmartApplet, it will list the Networks that are available. (Networks are Renaissance Receivers connected to computers.) Use the up and down arrow keys to highlight the Receiver you want to connect to; then, press **enter**.

   If you have chosen a Receiver before, the program may ask if you want to stay connected. Press **Y** for yes or **N** for no; then, press **enter**. (If you choose no, you'll need to select another Receiver.)
5. When the program asks for your user name and password, type your user name and press **enter** or ↓. Then, type your password and press **enter**.

6. If you have an unfinished quiz, the screen will ask if you want to finish it. Press **Y** for yes or **N** for no. If you choose yes, go to step 13. If you choose no, the teacher or quiz monitor must enter the monitor password.
7. If you are in more than one Accelerated Reader class, your classes will be listed. Use the up and down arrow keys to highlight the class that you are taking this quiz for; then, press **enter**.



8. On the next screen, use the up and down arrow keys to highlight the type of quiz you want to take (Reading Practice, Vocabulary Practice, or Other Reading). Then, press **enter**.

9. For Reading Practice and Other Reading quizzes, the Find RP Quiz screen will appear next. Type the quiz number and press **enter**. (If you chose to take an Other Reading Quiz, and none are available for your class, the screen will notify you. Press **enter**.)

   For Vocabulary Practice Quizzes, you will be asked how you want to find the quiz: by quiz number, by matching another quiz already taken, or by taking a ~Second-Try and Review Words~ quiz. Highlight an answer and press **enter**. If you chose to find the quiz by quiz number, type the number and press **enter**. If you chose to match a quiz already taken, highlight the quiz name and press **enter**; if there was only one matching vocabulary quiz, you won't be asked to select one.

10. If the quiz is available in both English and Spanish, the screen will list both. Use the arrow keys to select a quiz and press **enter**.

11. If the screen asks you how the book was read, use the arrow keys to select an answer; then, press **enter**.

12. The quiz title will be shown.

    If the monitor password is not required, press **Y** for yes to confirm that you want to take the quiz; then, press **enter**.

    If the screen asks for the monitor password, the teacher or quiz monitor must enter the Accelerated Reader monitor password and press **enter**.

    Note: If you are not allowed to take the quiz, the screen will notify you. Depending on the restriction, it may ask if you want to take a different quiz or tell you to press **applets** to log out. This message may appear for any of these reasons:

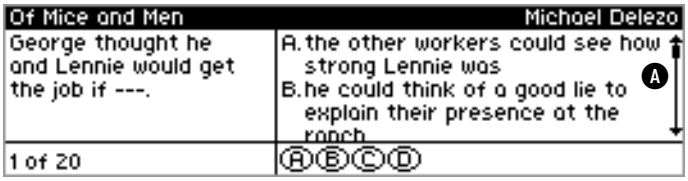
    - There are date or time restrictions.
    - You aren't allowed to take quizzes.
    - No students are allowed to take this specific quiz.
    - You have taken the quiz before.
    - You have chosen a ~Second-Try and Review Words~ Quiz, but you don't have review words.

You cannot substitute the NEO 2 master password for the monitor password. *You must use the monitor password set in Accelerated Reader RP.*

To stop a quiz, *press* ***ctrl-A*** *or* ***cmd-A****. Then, ask the quiz monitor or teacher to enter the Accelerated Reader monitor password and press* ***enter****.*

13. NEO 2 will show you one question in the quiz. To answer each question, press the letter for the answer you want to choose; then, press **enter** to go to the next question.

If you need to scroll to see all of the answers Ⓐ, use the up and down arrow keys. If the question is long and you need to scroll to see all of the question, you can use the up and down arrow keys to scroll in the question; then, press **tab** or → to switch to the answers so you can use the arrow keys to scroll there.


Of Mice and Men
Michael Delezo
George thought he and Lennie would get the job if ---.
A. the other workers could see how strong Lennie was
B. he could think of a good lie to explain their presence at the ranch
Ⓐ
1 of 20
ⒶⒷⒸⒹ

14. After you enter your answer to the last question, you may be asked how you liked the book. Press the letter for the answer you want to choose; then, press **enter**.

15. If the screen asks for the monitor password, ask the teacher or quiz monitor to enter the password and press **enter**.

16. The RP Score Summary will show you how you did on the quiz. It may also show you information about the points you've earned.

If the summary asks if you want to see the questions you missed, press **Y** for yes or **N** for no and press **enter**. If you choose yes, you can see each missed question, your answer, and the correct answer. Press **enter** after you read each one.

17. A TOPS Report may be sent to the default printer for the teacher's computer. If the program asks what language you'd like to print the report in, use the arrow keys to highlight a language and press **enter.**

18. After you finish a Reading Practice Quiz, the program may ask if you want to take the matching Vocabulary Practice Quiz. Press **Y** for yes or **N** for no. Then, press **enter**.

19. The program will ask if you want to take a different quiz. Press **Y** for yes or **N** for no. Then, press **enter**. If you choose no, you will go back to the list of SmartApplets available on the NEO 2.

About the MathFacts in a Flash SmartApplet

Students can use the MathFacts in a Flash SmartApplet to complete their school practices and tests on NEO 2 instead of at a computer.

Note: You can also use NEO 2 laptops with Accelerated Reader (see page 16) and Accelerated Math (see page 13).

Things to Do Before Students Start Using the MathFacts in a Flash SmartApplet on NEO 2

Before students try to use this SmartApplet, make sure you've done the following:

- installed NEO Manager (see page 4)
- connected a Renaissance Receiver to your computer (see page 7)
- named the Renaissance Receiver (see page 8)
- entered the Renaissance Place URL in the Renaissance Place Settings in the Renaissance Wireless Server Utility (see page 8)
- In Renaissance Place, make sure your students have been added to the database and enrolled in a MathFacts in a Flash class.
- Make sure students know their user names and passwords (see the MathFacts in a Flash Student Information Report).
- In MathFacts in a Flash RP, set the Classroom preferences. (For instructions, see the *MathFacts in a Flash RP Software Manual*.)
- If you have younger students, explain how the questions and answers are displayed on the screen and how to use the arrow keys to select answers.

How Students Use the MathFacts in a Flash SmartApplet to Work on Practices or Tests

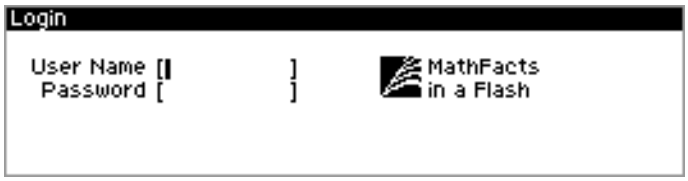
1. The teacher's computer must be on, with the Receiver connected. (You can use the teacher's computer for other things while students are working in MathFacts in a Flash; the computer doesn't need to be dedicated to this task.)
2. Turn the NEO 2 on by pressing **on/off**; then, press **applets**.
3. Press ↓ until the cursor is next to **MathFacts in a Flash**. Then, press **enter**.

The name that you gave the Renaissance Receiver is the one students will see in the Networks list. *See page 8 to find out how to change the name.*

4. The first time you use the MathFacts in a Flash SmartApplet, it will list the Networks that are available. (Networks are Renaissance Receivers connected to computers.) Use the up and down arrow keys to highlight the Receiver you want to connect to; then, press **enter**.

   If you have chosen a Receiver before, the program may ask if you want to stay connected. Press **Y** for yes or **N** for no; then, press **enter**. (If you choose no, you'll need to select another Receiver.)

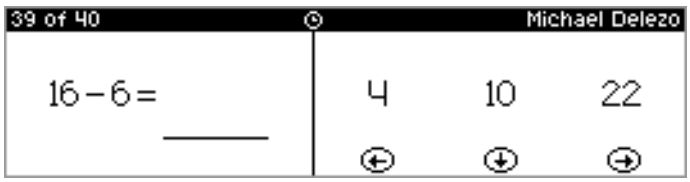
5. When the program asks for your user name and password, type your user name and press **enter** or ↓. Then, type your password and press **enter**.



6. If you are in more than one MathFacts in a Flash class, your classes will be listed. Use the up and down arrow keys to highlight the class that you are doing work for; then, press **enter**.
7. What you see next depends on several things:
   - whether you have worked in MathFacts in a Flash for this class before
   - whether you can practice or test
   - the teacher's settings for the Mandatory Practice preference and the Time Goals preferences

   The screen may ask you whether to start a test or practice; if so, press **Y** for yes or **N** for no; then, press **enter**.

   If the screen does not give you any choices, press **enter** to continue.
8. During a practice or test, you'll see questions like the one shown below.



   The way you answer the question depends on what you see on the screen:
   - If you see arrows below the answers, press ←, ↓, or → and press **enter**. The circles below the answer choices will show you what keys to press to choose each answer.

- If you see letters or numbers below the answers, press the letter or number for the answer and press **enter**. The circles below the answer choices will show you what keys to press to choose each answer.
- If you don't see any answer choices, type your answer and press **enter**.

Tips for practices and tests:

- During practices, if you enter an incorrect answer, the program will put an X over it and a box around the correct answer. Then, it will give you the chance to choose the correct answer again.
- During tests, you can press **esc** or **back space** to go back one question.
- If the time limit is almost up for the problem, practice, or test, a clock will flash in the middle of the black bar at the top of the screen. If you run out of time for the practice or test, the program will let you know.
- To stop a practice or test, press **ctrl-A** or **cmd-A**. If the NEO 2 asks for a monitor password, your teacher must enter the MathFacts in a Flash monitor password.

The MathFacts in a Flash TOPS Report Preference setting *determines whether the report is sent to the printer automatically.*

9. After you finish the practice or test, the screen will show you how you did. A TOPS Report may also be sent to the default printer for your teacher's computer. Follow the instructions for the screen you see:
   - If the screen asks you whether to move on to the next level, start a practice, or test at a new time goal, press **Y** for yes or **N** for no; then, press **enter**.
   - If the screen shows your score but does not give you any choices, press **enter** after you read the information. After you do this, you may be shown a list of options. If the screen gives you a list of choices, press ↓ to highlight the choice you want; then, press **enter**.
10. When the screen shows you that the session has been completed, press **applets** to close the MathFacts in a Flash SmartApplet.

About KeyWords

The KeyWords SmartApplet helps students learn keyboarding skills and practice keyboarding. These instructions will help you start using the SmartApplet; for more information, refer to the *NEO User Manual* on the NEO 1 and NEO 2 Documentation CD or at www.renlearn.com/neo/downloads.

Starting the KeyWords SmartApplet

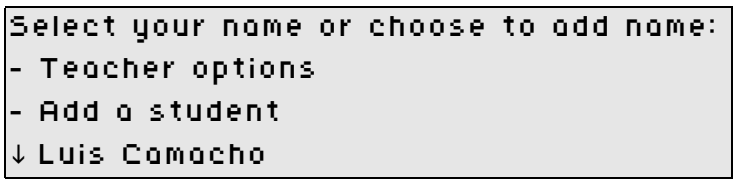
1. Press **applets** on the NEO 2.
2. Use the arrow keys to move the cursor next to **KeyWords**; then, press **enter**.

Adding Your KeyWords Students

You must add each student who will be using KeyWords on the NEO 2. You can add up to eight students on each NEO. To avoid confusion on reports, don't add the same student to more than one NEO 1 or NEO 2 laptop. Follow these steps to add students:

1. Start the KeyWords SmartApplet as described above.
2. Press ↓ once to move the cursor next to **Add a student**; then, press **enter**.
3. Enter the student's first name and press **enter**. Then, enter the student's last name and press **enter**.
4. Enter a password for the student (2–6 characters), press **enter**, and type the password again. Then, press **enter**. When you return to the list of KeyWords options, the new student will be in the list. Repeat these steps to add other students.

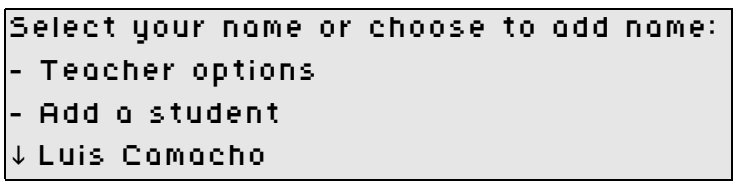
If you make a mistake, *use the arrow keys to go to the line and character where there is a mistake; then, use the* ***backspace*** *key to erase it.*



How Students Start Using KeyWords Lessons

Students follow these steps to start working in the KeyWords SmartApplet:

1. Start the KeyWords SmartApplet (see page 23).
2. Press the ↓ key to move the cursor down next to your name in the list. Then, press **enter**.



The arrows on the screen *show you that there are more options above or below the ones you're viewing.*

3. Type your password and press **enter**. (The password was assigned when you were added as a student.)
4. To start the first lesson, press the ↓ key to move the cursor next to **Start Here!**; then, press **enter**.

```
Select Lesson or Option:
- Student reports
- Start Here!
↓A S K L Keys
```

5. Follow the instructions on the NEO screen to learn about the space bar and enter key, how to sit properly, and where to put your hands on the keyboard.
6. After you complete this lesson, you will return to the lesson list, where you'll see * next to the lesson you've completed. (The * will appear next to each lesson as you complete it.) The + will appear next to each lesson that you have started, but not finished.
7. To choose another lesson that you want to complete (such as **A S K L Keys**) move the cursor next to the lesson and press **enter**. For more information on the other lessons, see the next section.

How Students Complete Other KeyWords Lessons

In each of the other lessons, students go through three activities: Learn new keys, Use accuracy and speed builders, and Take accuracy and speed test.

As you complete each task, you can choose another option within this lesson, or you can select another lesson. To go back to a previous screen (such as the lesson list or the list of names), press **esc** until you get to that screen.

Learn New Keys

This part of the lesson helps you learn to type the keys. When you choose this option, KeyWords asks you to type the keys you're learning and to type combinations of the keys in different sequences. If you type the wrong key, KeyWords will make corrections, but if you continue to type the wrong keys, KeyWords will give you a hint and show you the keyboard layout with the key highlighted to help you find it. You must press the correct key to go on.

Use Accuracy and Speed Builders

This helps you improve your accuracy and increase your speed while typing the keys. There are six practice passages in the accuracy and speed builders for each lesson. To choose the passage you want to work on, move the cursor

next to it and press **enter**. During the accuracy part of the activity, KeyWords will ask you to type each of the words as accurately as possible; then, it will give you the words in different sequences. After you pass the accuracy part of the activity, the speed builder will start, and KeyWords will ask you to type the words as quickly as you can. KeyWords will show you your goal before the speed builder, and afterwards, it will show you whether you met the goal.

Take Accuracy and Speed Test

The test checks your proficiency typing these keys. When you choose this option, KeyWords shows you the goals you need to meet for accuracy and speed in order to pass the test. After you've finished the test, the screen shows your accuracy and speed scores, your goal, and whether you passed for accuracy and for speed.

How Students View the Student Progress or Last Lesson Report

Students follow these steps to get reports about their work in KeyWords:

1. After starting the KeyWords SmartApplet, press the ↓ key to move the cursor down next to your name in the list. Then, press **enter**.
2. Type your password and press **enter**.
3. On the Select Lesson or Option screen, press ↑ to move the cursor up next to **Student reports**, which is at the top of the list. Then, press **enter**.
4. Move the cursor next to the report you want; then, press **enter**.

   The Student Progress Report includes all lessons you've worked on. It shows you your goals and your actual words per minute and accuracy, the accuracy and speed builders you've completed, and whether you've passed the test. The Last Lesson Report shows this information for the last lesson only.
5. Select one of the options and press **enter**:
   - **Print:** Choose this option if you want to send the report directly to the printer. Then, press **print**.
   - **Send directly to computer:** Choose this option if you want to send the report to a file on your computer via a cable connection. Close NEO Manager on the computer, open the program you want to send to, connect NEO 2 to the computer, and press **send** on NEO 2. Disconnect the cable when the file has been sent.
   - **Transfer to AlphaWord file:** Choose this option if you want to send the report to an AlphaWord Plus file in one of the eight file spaces on the NEO 2. Then, type the number of the file you want to send the report to. If a password is required for the file, enter the password (or the master password). If the NEO warns you that the text that's

For more information on the three options for the report, *see the* NEO User Manual *on the Documentation CD.*

already in the file will be deleted, press **Y** for yes if you want to continue. The file that you sent the report to may open.

How Teachers View a Group Progress Report from One NEO 2

Teachers follow these steps to get information about each student's last lesson on one NEO 2:

1. Start the KeyWords SmartApplet (see page 23).
2. With the cursor next to **Teacher options**, press **enter**.
3. Type the master password for this NEO and press **enter**. If you don't know the master password, contact Technical Support or set a new one using NEO Manager. For more information, see the *NEO User Manual* on the Documentation CD or at www.renlearn.com/neo/downloads.
4. Move the cursor down next to **Create group progress report** and press **enter**.
5. Select one of the options and press **enter**:
   - **Print:** Choose this option if you want to send the report directly to the printer. Then, press **print**.
   - **Send directly to computer:** Choose this option if you want to send the report to a file on your computer via a cable connection. Close NEO Manager on the computer, open the program you want to send to, connect NEO 2 to the computer, and press **send** on NEO 2. Disconnect the cable when the file has been sent.
   - **Transfer to AlphaWord file:** Choose this option if you want to send the report to an AlphaWord Plus file in one of the eight file spaces on the NEO 2. Then, type the number of the file you want to send the report to. If a password is required for the file, enter the password (or the master password). If the NEO warns you that the text that's already in the file will be deleted, press **Y** for yes if you want to continue. The file that you sent the report to may open.

For more information on the three options for the report, *see the* NEO User Manual *on the Documentation CD or at www.renlearn.com/neo/downloads.*

Other Tasks in KeyWords

For more information about the other options for teachers and students in KeyWords, see the *NEO User Manual* on the Documentation CD or at www.renlearn.com/neo/downloads. You'll find information on the following:

- Deleting students
- Setting accuracy and speed goals for students
- Requiring students to use the opposite shift key when typing capital letters

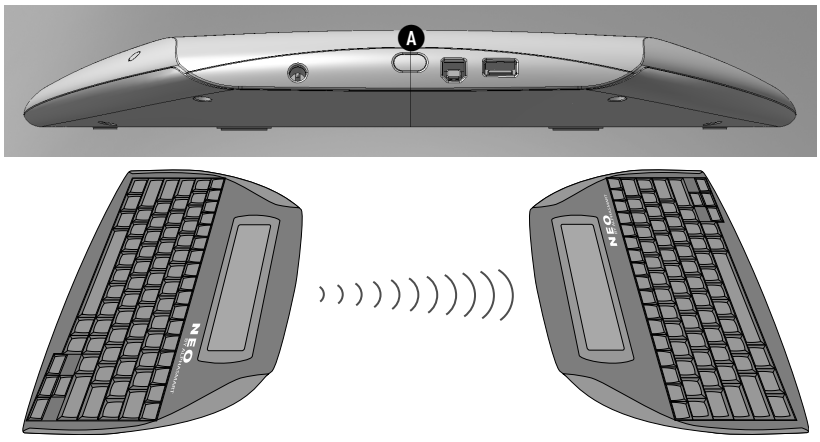
- Requiring students to type the home row keys before each accuracy and speed builder activity and each test
- Requiring one or two spaces between sentences
- Setting KeyWords options using NEO Manager
- Retrieving KeyWords data and generating reports in NEO Manager
- Synchronizing KeyWords data with Renaissance Place (using NEO Manager) so that you can use the reports in KeyWords RP
- Using KeyWords RP to view reports about student work in KeyWords on NEOs
- Resources for KeyWords teachers
- KeyWords lessons

About Beamer

The Beamer SmartApplet uses infrared (IR) technology to send data from one NEO to another (NEO 1 or NEO 2) without using a cable. (You can also send data between a NEO 2 and an AlphaSmart 3000 running System 3 software, a Palm OS device, or a Dana.)

Follow these steps to beam files from one NEO to another:

1. Move the NEOs to within three feet of each other and aim their infrared ports Ⓐ at each other as shown below.



You can also beam files to your computer *using the AlphaBeam software. For more information, see the* NEO User Manual.

If there is text in the clipboard, *NEO 2 will ask if you want to overwrite the clipboard with the file you're receiving. To continue and allow the clipboard to be overwritten, press* ***enter****.*

2. The sender should open the file he or she wants to send and press **ctrl-send**.

   The receiver should open the file space that he or she wants to receive the text into and press **ctrl-B**.
3. If the file that the receiver chose was not empty, a message will ask the receiver if he or she wants to overwrite it or append to it (that is, add the beamed text to the end of the file). The receiver should move the cursor next to an option and press **enter**.

See the *NEO User Manual* to find out how to send password-protected files and how to change Beamer settings.

About the Control Panel

You can also change settings using NEO Manager, *which can send setting changes to several NEOs at the same time. For more information, refer to the* NEO User Manual *on the Documentation CD or at www.renlearn.com/neo/downloads.*

The Control Panel lets you define settings for your NEO 2. To use the Control Panel, follow these steps:

1. Press the **applets** key.
2. Use the arrow keys to move the cursor next to the Control Panel; then, press **enter**.
3. Move the cursor next to the settings you want to change; then, press **enter**.
4. Follow the instructions on the screen to make changes. For some settings, such as Spell Check or Calculator settings, you must enter the master password, which you can set using NEO Manager. The master password prevents students from changing these settings themselves. The table below gives you an overview of the Control Panel settings.

Setting	Description
Spell Check Settings	These settings are available: • Turn spell check off (or on) • Turn add words to user dictionary off (or on) (During a spell check, this determines whether the user can add words that aren't in the dictionary but are spelled correctly.) • Delete user dictionary (Deletes the custom dictionary that includes words you've added.) • Add new word to user dictionary

Setting	Description
AlphaWord Plus Settings	These settings are available: • Turn show marks in files on (or off) (Determines whether you see right arrows for tabs and carriage return arrows in the text you type. You can also change the setting by pressing **option-⌘-K**.) • Turn file passwords on (or off) (Allows you to set passwords for AlphaWord Plus files. You can also do this by pressing **ctrl-option-⌘-P** and entering the master password. All files initially will have the password *write*. To change the password for an individual file you're working in, press **option-⌘-P** or use the next setting.) • Change a specific file password • Reset all file passwords
Change Default SmartApplet Font	Lets you choose the font size (used in AlphaWord Plus only) based on the number of text lines that will fit on the NEO 2 screen. (Changes to font size don't apply to other SmartApplets.)
Turn Calculator Off	Lets you disable the calculator for this NEO 2.
Two-Button On Option	When this setting is on, you must press **enter** and **on/off** *together* to turn NEO 2 on instead of just pressing **on/off**. This is used to prevent the NEO 2 from being turned on accidentally.
Set Screen Contrast	Lets you make the screen lighter or darker. Press ↑ or ↓ to change the setting (1–16). Lower numbers lighten the background and text; higher numbers darken the background.
Keyboard Command Reference List	Lets you view a list of keyboard shortcuts you can use to perform functions on the NEO 2.
View Keyboard Layout	Shows you the layout of keys on the keyboard with the currently selected layout. Press **shift** or **option** to see what characters are available when you press those keys with another key on the keyboard.
Display Battery Status	Shows you the state of the battery charge.
Change Keyboard Settings	These settings are available: • Change keyboard layout (Lets you choose a different keyboard layout; for details, see the *NEO User Manual* on the Documentation CD or at www.renlearn.com/neo/downloads.) • Change slow keys setting (Sets how long you must hold down a key before the character appears on the screen—useful for those with unsteady hands or those who have difficulty targeting certain keys.) • Turn sticky keys on (In key combinations such as **ctrl-S**, this setting allows users to press the keys one at a time instead of simultaneously. For details, see the *NEO User Manual*.)
Search for Networks	Lets you find and select a different Renaissance Receiver. (You can also do this when you start the Responder SmartApplet.) Use the arrow keys to highlight the Receiver you want; then, press **enter**. (See page 8 to name a Renaissance Receiver.)

Setting	Description
About NEO 2	Lets you view information about NEO 2.
Wireless Security	Lets you enter the encryption key if it is required for NEO 2 to communicate with Renaissance Receivers. For more information, contact Renaissance Learning.
Update Text2Speech device	Lets you send updates to your Text2Speech device if you have one within range of the NEO 2 IR port.

About AlphaQuiz

AlphaQuiz allows students to take quizzes right on their NEOs. The results can then be sent back to the teacher's computer. Quizzes can include true/false, multiple-choice, short answer, and essay questions.

To create quizzes, teachers will need to install QuizDesigner. To send quizzes to NEOs and receive answers, teachers will need QuizManager. You can download QuizDesigner and QuizManager as part of the AlphaQuiz SmartApplet system at www.renlearn.com/neo/downloads/. You can also find installers for these programs on the NEO Manager CD in the AlphaQuiz folder.

AlphaQuiz is not included automatically on NEO 2 laptops, but you can install it on US NEO 2 laptops using the NEO Manager software.

For more detailed information about AlphaQuiz, see the instructions on your Documentation CD or at www.renlearn.com/neo/downloads.

About the Calculator

To use the calculator, follow these steps:

1. Press the **applets** key.
2. Press ↓ to move the cursor down next to **Calculator**. Then, press **enter**.
3. Enter the calculation using the keys listed below. When you press **=**, the calculator will show the answer to the right of the equation.
   - **+** to add, as in 89+91 = 180
   - **-** (the hyphen) to subtract, as in 9-2 = 7
   - ***** or **x** to multiply, as in 2*5 = 10
     (If you type **x**, the Calculator will show *****.)
   - **/** to divide, as in 18/2 = 9 or 100/2/10 = 5

To copy calculations so that you can paste them into an AlphaWord plus file, press shift-⌘-C. *Then, press* ***applets****, scroll up to AlphaWord Plus, press* ***enter****, and open the file you want to paste into. Press* ***ctrl-V****.*

- **^** to raise a number to a power, as in 3^2 = 9
- **e** to calculate scientific notation, as in 10e6 = 10000000
- **(** and **)** to group calculations in complex formulas, as in (15*2) + 10/4 = 32.5

If you finish one calculation and start the next one with an operator (+, -, *, etc.), Calculator starts the equation with the results of the previous equation. This does not apply to the e operator.

To remove calculations, press **clear file**.

4. When you're ready to close the calculator, press **esc**.

You can disable the calculator using the Control Panel settings on the NEO 2 or the Settings tab in NEO Manager. This may be useful if you don't want students to have the calculator available when they're working calculations by hand.

USING NEO SHARE TO EXCHANGE FILES WITH NEOS

NEO Share is a quick and easy way to send text or files to NEO 2 users and receive files back from them as you work with your group or classroom. Using NEO Share, you can:

- Copy or drag text from another source into NEO Share and immediately send it to NEOs.
- Make text files available for NEO 2 users to pick up.
- Receive files that were sent back from NEO 2 users. You can open the files, print them, or save them.

NEO Share works on your computer desktop or with standard and interactive whiteboards or projectors.

Installing NEO Share

On Windows Computers

1. Insert your NEO Manager CD into your computer and open the NEO Share folder. You can also download NEO Share at www.renlearn.com/neo/downloads/. If you download it, open the .zip file and extract the two files inside it.

2. Double-click the **NEO Share setup.exe** file.
3. Click **Next >** in the Wizard that appears.
4. Read the license agreement. (You can print it if necessary.) When you're ready to continue, click **I accept the terms in the license agreement**. Then, click **Next >**.
5. Click **Install**.
6. Click **Finish** when the installation is complete.
7. You must restart your computer before you start using the program. If you want to restart now, close all other programs; then, click **Yes**. If not, click **No** and restart the computer later.

On Macintosh Computers

1. Insert your NEO Manager CD into your computer and open the NEO Share folder.

   You can also download NEO Share at www.renlearn.com/neo/downloads/.
2. Double-click **NEO Share Installer**.
3. Enter the administrator user name and password for the computer; then, click **OK**.
4. Read through the NEO Share license. (You can print it or save it using the buttons on the screen.) Click **Continue**.
5. Click **Install** in the NEO Share Installer. The software will be installed, and the folders for this program and the Renaissance Wireless Server Utility will open.

Starting NEO Share

Windows: Click **Start** ▸ **NEO Share** ▸ **NEO Share**.

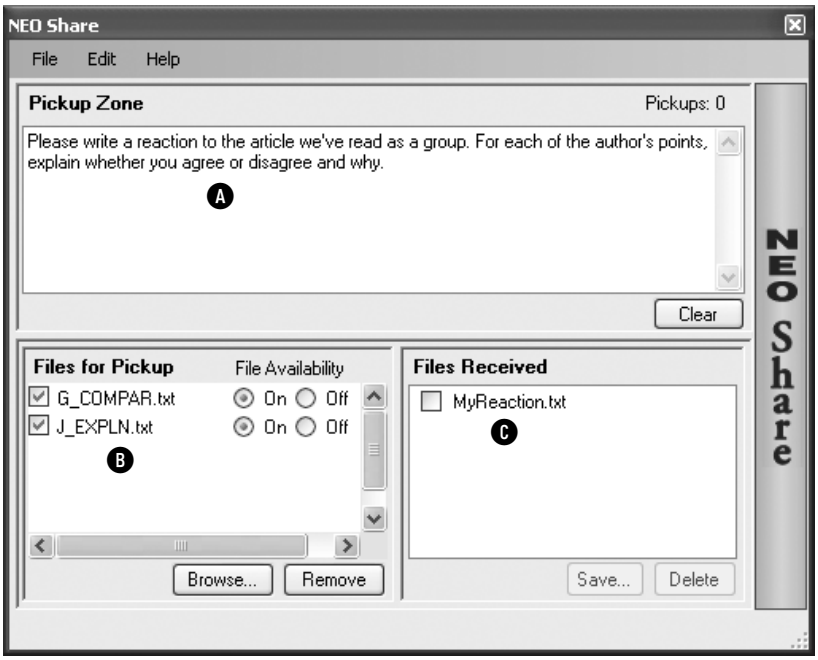
Macintosh: Open the Applications folder, then the NEO Share folder, and double-click **NEO Share**.

The NEO Share program will be minimized on the left side of the screen; to open it, click the blue bar. Whenever you want to minimize the program, click the bar again. (You can use the Preferences to make the program minimize again automatically after it has been idle for a short time; see page 39.)

Whether it is minimized or open, NEO Share will become transparent whenever you are using another program so that it does not cover other items on your screen.

About the Pickup Zone, Files for Pickup, and Files Received

NEO Share has a Pickup Zone Ⓐ, a list of Files for Pickup Ⓑ, and a list of Files Received Ⓒ.



Sending Text to NEO 2s Using the Pickup Zone

If you are using NEO Share in a classroom, linked files are a great way to give your class rubrics or additional information supporting an assignment.

In the Pickup Zone, you can type the text you want to send to NEO 2s or copy and paste or drag text from another program, document, or Web page. (Only text will be pasted in; graphics will be omitted.) To erase text, press or click **Clear**.

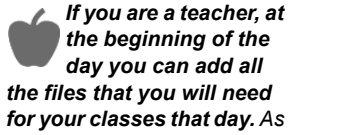
You can even specify that some text should be in a linked file by typing **<form>** at the beginning of that text and **</form>** after it. This text won't be in the main file when it is picked up on the NEO 2, but the user can open the linked file by pressing **ctrl-L**. For more information about linked files, see the *NEO User Manual*.

Choosing the Files for Pickup

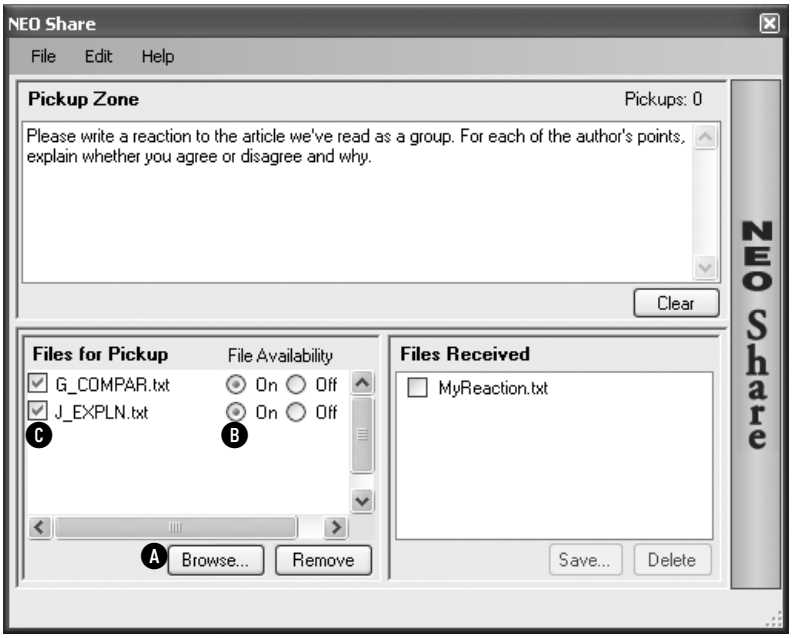
In the Files for Pickup area, you can select text files that you want to send to your NEO 2 users. On Windows computers, files must be in text (.txt) format. On Macintosh computers, you can also select .doc and .rtf (rich text format) files.

Adding a File to the List

1. Press or click **Browse** Ⓐ.
2. Find the file and press or click its name. Then, press or click **Open**.
3. After you add the file, click **On** Ⓑ if you want your NEO 2 users to be able to pick up the file, or click **Off** if you don't want them to see the file in the list yet.



If you are a teacher, at the beginning of the day you can add all the files that you will need for your classes that day. *As you work with each class, clicking* ***On*** *or* ***Off*** *for each file lets you choose which files that class will see.*



Removing a File from the List

To remove a file from this list (but **not** its original location), follow these steps:

1. Check the box next to the file name(s) Ⓒ.
2. Press or click **Remove**.

3. Press or click **Yes** if the program asks if you are sure; you can check the box if you don't want to see the message again.

Opening a File in the Files for Pickup List

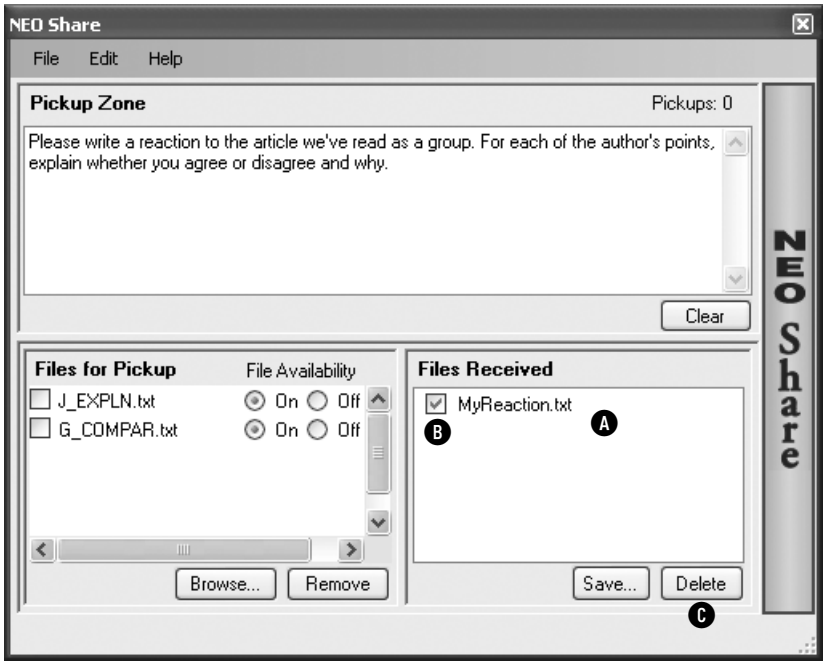
Double-click a file in the Files for Pickup list to open it. The file will open using your default program for text files (or the type of file you have chosen).

Monitoring the Files Received

When NEO Share is minimized and you receive files, *the NEO Share bar turns orange to show you that files have come in.*

You can drag a file from Files Received to Files for Pickup *if it contains something (such as a writing idea) that you want to send to all your NEO users.*

The Files Received area Ⓐ lists the files that have been sent back from NEO 2 users. Depending on what you choose in the preferences (see page 39), this list may show the file names chosen by your NEO users or anonymous file names (File 1, File 2, etc). The files in this list are also saved in your default directory in the Files Received folder; the preferences set the default directory's location (see page 39).



Deleting Files Received

To delete files from the list **and** from the default directory on your computer, follow these steps:

1. Check the boxes next to the file names Ⓑ.
2. Press or click **Delete** Ⓒ.
3. Press or click **Yes** if the program asks if you are sure; you can check the box if you don't want to see the message again.

Saving and Clearing Files Received

To save files received and clear them from the list, follow these steps:

1. Check the boxes next to the file names.
2. Press or click **Save**.
3. In the window that opens, choose the folder where you want to save the files; then, press or click **OK**. The preferences determine the default location; see page 39.

If the file that you received had any text in a linked file on NEO 2, *that text will appear within <form> and </form> tags at the end of the received file.*

Opening the Files Received

There are three ways to open the files you've received from your NEO users:

- Double-click the file in the Files Received list. The file will open in the default program for text files (or the type of file you have chosen). On Windows, it may be helpful to set WordPad as your default program for text files to give you more options as you work with the file.
- Open a program, such as WordPad, and open a new document. In NEO Share, click a file in the Files Received list and drag it into the program you have opened. The text of the file will appear in a document in that program.
- On Macintosh computers, if you have the program in the dock, you can drag the file onto the program icon in the dock to open it in that program.

How NEO 2 Users Pick Up Text or Files

Make sure your Renaissance Receiver is connected to your computer (see page 7), and make sure your NEO 2 users know the Receiver name. Then, ask your NEO 2 users to follow these steps to pick up the text from your Pickup Zone or one of the files you've selected to be picked up:

1. Press one of the **file** keys to choose where you want to pick up the text or file.

2. Press **cmd-O**.
3. NEO 2 will ask if you want to keep the current file. If you want to keep it, press **Y** for yes, enter a name for the file, and press **enter**. If not, press **N** for no and press **enter**.
4. NEO 2 will search for your network (Receiver).
   - If you have connected to a Receiver before, NEO 2 will ask if you want to stay connected to that network. If you want to connect to the same Receiver, press **Y** for yes, then **enter** and go to step 5. If you need to choose a different Receiver, press **N** for no, then **enter**.
   - If you haven't connected to a Receiver before, or if you have and you chose not to stay connected to the same one, the screen will list the Receivers that are in range. Press ↓ until you have highlighted the Receiver you want to connect to; then, press **enter**.
5. On the Open From screen, use the arrow keys to highlight **NEO Share** and press **enter**.

6. If there is only one file available for pickup, skip this step and go to step 7.

   If there is more than one file available, you will see a list of the text and files that you can pick up. Text is shown as **<< Pickup Zone >>**. Files for Pickup are identified by file name. All files include a date when they were added to the Pickup Zone or saved. Use the arrow keys to highlight the file you want and press **enter**.

7. You may see messages telling you that NEO 2 is communicating with NEO Share and then copying from NEO Share.

   The text from the Pickup Zone or the file will appear in the NEO 2 file space that you had open. If there is a linked file, press **ctrl-L** to see it.

How NEO 2 Users Send Files Back to NEO Share

Make sure your Renaissance Receiver is connected to your computer, and make sure your NEO 2 users know the Receiver name. Then, ask your NEO 2 users to follow these steps to send their files back to NEO Share. (The files they send will also remain on NEO 2.)

1. Open the file that you want to send back to NEO Share.
2. Press **cmd-send**.
3. If you have shut the NEO 2 off since you last connected to the Receiver, one of the following will happen:
   - If you have connected to a Receiver before, NEO 2 will ask if you want to stay connected to that network. If you want to connect to the same Receiver, press **Y** for yes, then **enter** and go to step 4. If you need to choose a different Receiver, press **N** for no, then **enter**.
   - If you haven't connected to a Receiver before, or if you have and you chose not to stay connected to the same one, the screen will list the Receivers that are in range. Press ↓ until you have highlighted the Receiver you want to connect to; then, press **enter**.
4. On the Open From screen, use the arrow keys to highlight **NEO Share** and press **enter**.

5. You may be asked to enter a name for the file. If so, type a name for the file that you are sending; then, press **enter**. The person who receives it in NEO Share decides whether to show the file name you choose or an anonymous file name.
6. You may see messages telling you that NEO 2 is communicating with NEO Share and then copying to NEO Share. When the screen shows you that NEO 2 has finished copying the file to NEO Share, press **enter**.

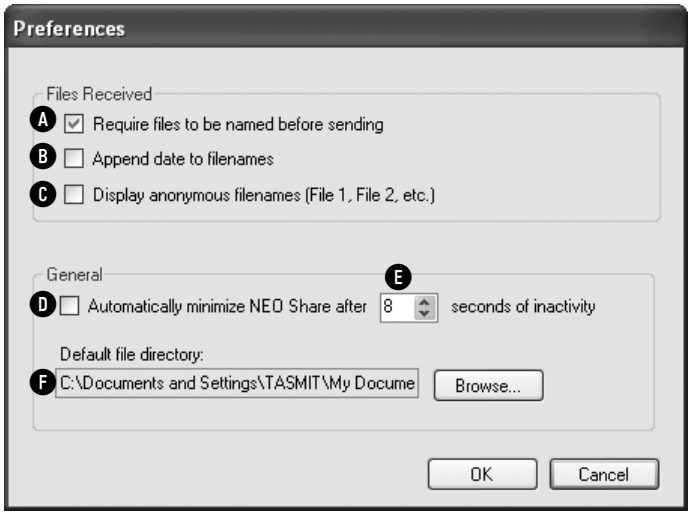
If NEO Share is minimized, when it receives your file, *the NEO Share bar may turn orange to show the person at the computer that files have come in.*

Setting the NEO Share Preferences

1. On Windows computers, press or click the **Edit** menu in NEO Share and choose **Preferences**.

   On Macintosh computers, press or click the **NEO Share** menu and choose **Preferences**.

   The Preferences window will open.



2. Check the first box A if you want NEO 2 users to enter a file name for the files they send back. If the box is not checked, the files will be named File 1, File 2, etc.
3. Check the **Append date to filenames** box B if you want the date to be added to the end of the file name.
4. Check the **Display anonymous filenames** box C if you want NEO Share to display the file names your NEO 2 users entered or anonymous file names (such as File 1, File 2, etc.). If you are using a projector or interactive whiteboard and your users can see the list of Files Received in NEO Share, you may want to use anonymous file names.
5. Check the box under General D if you want NEO Share to minimize automatically after a certain number of seconds of inactivity. Then, use the arrows E to choose how many seconds the program should wait before minimizing, or enter a new value (up to 100 seconds).
6. The default directory F is where NEO Share saves Files for Pickup, Files Received, and files that you choose to save. The default directory is a NEO Share folder within your personal My Documents folder (Windows)

or Documents folder (Macintosh). This directory includes the following subfolders:

- When you add Files for Pickup, they are saved in a **Files for Pickup** subfolder within the NEO Share directory.
- Files Received are saved in a **Files Received** subfolder in the NEO Share folder.
- Saved files are placed in a subfolder inside a **Saved Files** folder. The subfolder name includes the date you saved the files.

To change the default location for the NEO Share files, press or click **Browse** and either open a different folder or create a new folder. With the folder highlighted, press or click **OK** (Windows) or **Open** (Macintosh).

7. To save your changes to the preferences, press or click **OK**.

Closing the Program

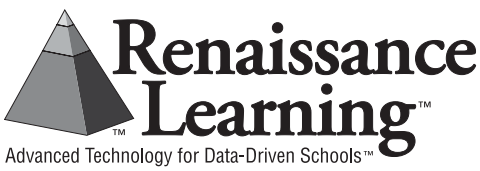
To close the program, press or click the **X** in the red square (Windows) or circle (Macintosh) in the window or on the minimized NEO Share bar.

On Windows computers, you can also press or click the **File** menu and choose **Exit**.

On Macintosh computers, you can press or click the **NEO Share** menu and choose **Quit NEO Share**.

OTHER NEO SOFTWARE AND DOWNLOADS

To get the latest software, utilities, or manuals for NEOs, go to www.renlearn.com/neo/downloads. You'll find newer versions of the NEO Manager software, which may include updates to your NEO system software or SmartApplets. You'll also find other software and utilities that can help you make the most of your NEO laptops.



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